

# Utah Bureau of Forensic Services

KEEPING UTAH SAFE BY PROVIDING UNBIASED  
FORENSIC SERVICES TO THE CRIMINAL JUSTICE  
COMMUNITY

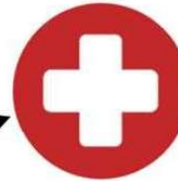
Sexual Assault Kit Tracking



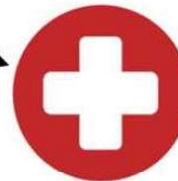
Crime Lab receives  
the kit from the  
manufacturer



Crime Lab allocates  
kits to a Collection  
Agency



Collection Agency enters  
exam information and  
transfers the kit to Law  
Enforcement



Collection Agency enters  
inventory information

Crime Lab releases  
kit back to Law  
Enforcement



Crime Lab  
processes kit



Receive kit at Crime  
Lab if not restricted



Law Enforcement  
receives kit (if it's a  
restricted kit it stays  
here)



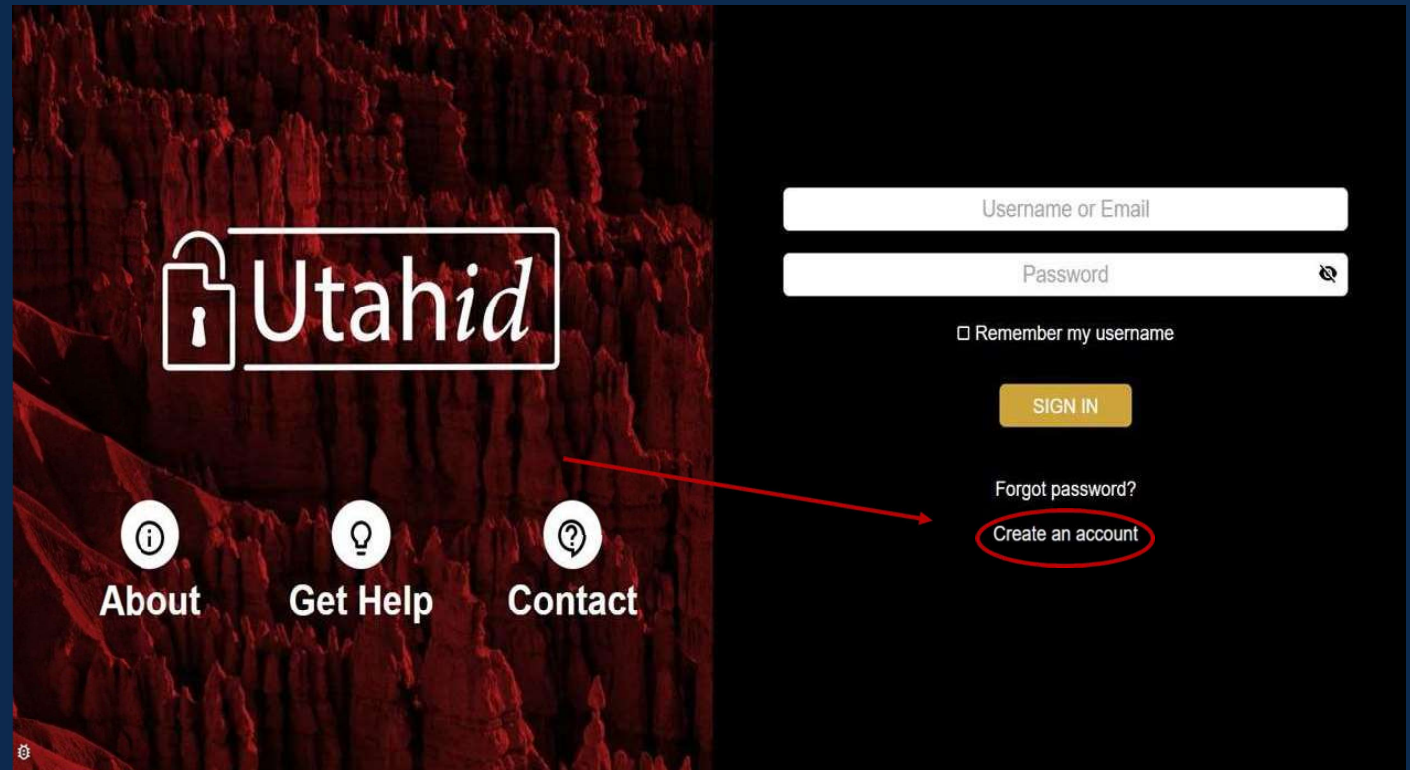
Law Enforcement  
transfers kit to other  
Law Enforcement  
(If out of state the  
status stops here)

# Collection Agency Site

## Create an account

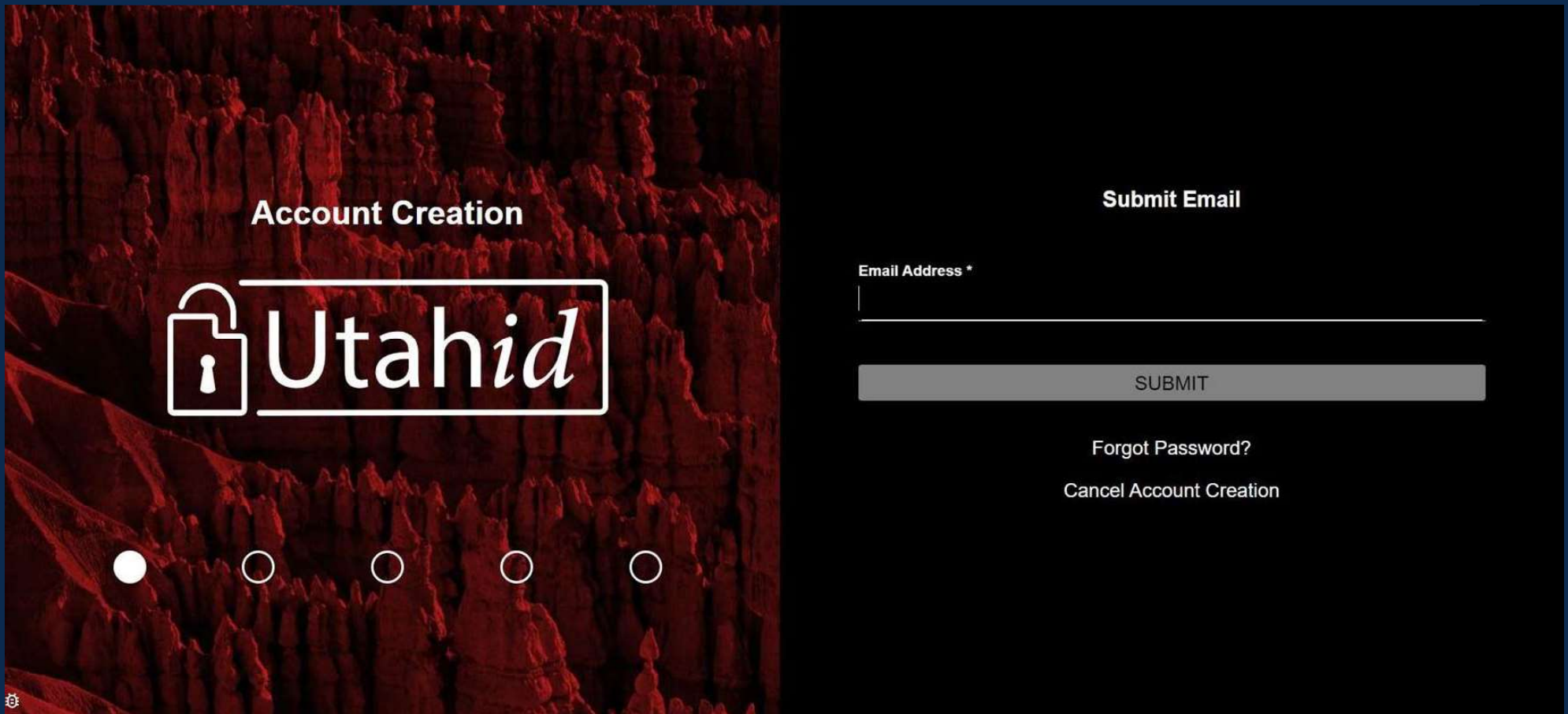
id.utah.gov/user/account

- Create Account
- Provide Information Needed
- Activate Account





# Submit Email



The image displays a user interface for account creation and email submission. The left side features a red, textured background with the text "Account Creation" and the "Utahid" logo, which consists of a padlock icon and the word "Utahid" in a stylized font. Below the logo are five circular progress indicators, with the first one filled. The right side has a dark background with the text "Submit Email" at the top. Below this is a text input field labeled "Email Address \*". A grey "SUBMIT" button is positioned below the input field. At the bottom of the right section are two links: "Forgot Password?" and "Cancel Account Creation".

Account Creation

Utahid

Submit Email

Email Address \*

SUBMIT

Forgot Password?

Cancel Account Creation

# Validate Email

## Account Creation



## Validate Email

An email has been sent to the email address you provided.

Please enter the code from the email into the space below to continue creating your UtahID account.

Code \*

123456

SUBMIT

[Forgot Password?](#)

[Cancel Account Creation](#)

# Utah ID Validation Code

## UtahID Account Creation

Thank you for your interest in creating a UtahID account.

Please enter the numerical code below into the field provided on the UtahID account creation webpage:

**Code:**

\* If you did not submit this email address in order to create a new UtahID account then you may safely delete this message.

# Enter User Details



## Enter User Details

First Name \*

Last Name \*

Username \*

SUBMIT

[Forgot Password?](#)

[Cancel Account Creation](#)



# Create Password



## Create Password

Password \*

### Password Requirements

- ✗ Must be between 8 and 128 characters long.
- ✓ Must not contain your name, username, etc.
- ✗ Must use at least 3 different character types:
  - ✗ Uppercase
  - ✗ Lowercase
  - ✗ Number
  - ✗ Special



Confirm Password \*


SUBMIT


[Forgot Password?](#)


[Cancel Account Creation](#)


Security Questions may be asked to validate your account.  
You will also have to set up Multi-Factor Authentication.



  
About


  
Get Help


  
Contact

## Security Code

In an effort to keep your account more secure, your account requires the use of an additional security code in order to proceed.

Please select the method that you would like to receive your security code.

 Email code to

 Text code to

Start Over

Once you've created a login  
contact Megan Phillips  
to get access to the tracking  
system site

[meganphillips@utah.gov](mailto:meganphillips@utah.gov)

You may also call the SAKT Helpline Number

**SAKT Helpline (801)895-2338**



# Multiple Agencies

- If you work for multiple agencies (locations), you'll have to create a separate login for each one
- Each login can only be tied to one collection agency (location)

UPDATE 10/2023: <https://login.utah.gov/> recently changed to <http://id.utah.gov/user/account>

## Login to Tracking Website (2 ways)

1. Login to <http://id.utah.gov/user/account> and then copy and paste URL <https://sakt.ps.utah.gov/sakt/agency/> in the URL bar

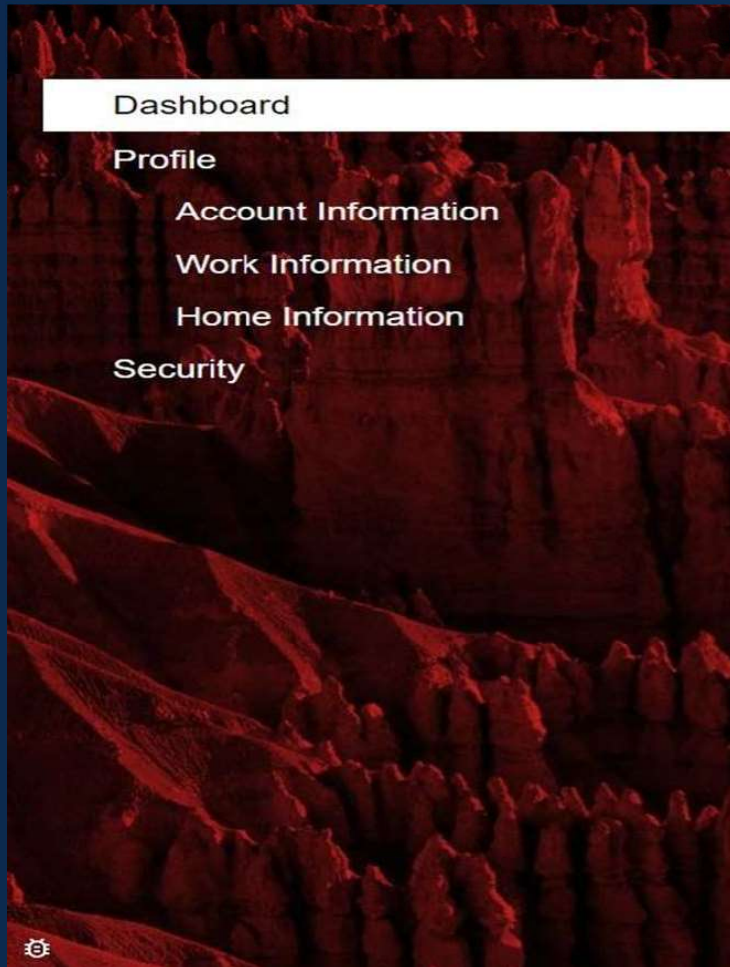
OR

2. Go to URL <https://sakt.ps.utah.gov/sakt/agency/> and use Utah ID login information to login

\*\*If you see the dashboard for Utah ID, you are logged in and can go directly to the kit entry site linked above\*\*

For help with Utah ID account; logging in, multifactor authentication problems, etc.  
Contact the DTS Helpdesk at (801) 538-3440

id.utah.gov/user/account



## Dashboard

### Links



Employee  
Directory



Employee  
Self  
Service



Healthy  
Utah



Human  
Resources



Service  
Now



State  
Google  
Apps

# COLLECTION AGENCY- NURSE

Initial kit entry can only be completed by the nurse

**Sexual Assault Kit Data Collection Agency**  
Logout

Data Collection | Inventory Adjustment

**Sexual Assault Kit Data**

**Kit Information**

Kit Number: \*

===== OR =====

Check the box below ONLY if you are not using a kit provided by Forensic Services, but one that your agency has improvised for this particular examination.

Kit was improvised?: ☐

**Incident/Exam Information**

Victim Birthdate Month and Year: \*  (Numbers Only)

Victim is Juvenile?: \* Yes ☐ No ☐

Date of Assault: \*

Date of Exam: \*

Victim Address (if out of state):

Kit to be Restricted?: \* Yes ☐ No ☐

Blood and/ or urine collected for Toxicology?: \* Yes ☐ No ☐

**Transfer to Law Enforcement**


Date Released to LE: \*

LE Agency: \*

LE Case Number: \*

LE Officer (Name): \*

# Kit Identification

 SAKI Collection Agency  
[Logout](#)

Data Collection

Inventory Adjustment

Sexual Assault Kit Data

Kit Identification

Kit Number: \*

17-1234

===== OR =====

Check the box below **ONLY** if you are not using a kit provided by Forensic Services, but one that your agency has improvised for this particular examination.

Kit was Improvised?: ☐

# Incident/Exam Information

Incident/Exam Information	
Victim Birthdate Month and Year: *	<input type="text" value="MMYYYY"/> (Numbers Only)
Victim is Juvenile?: *	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Assault: *	<input type="text"/>
Date of Exam: *	<input type="text"/>
Victim Address (if out of state):	<input type="text"/>
Kit to be Restricted?: *	Yes <input type="checkbox"/> No <input type="checkbox"/>
Blood and/ or urine collected for Toxicology?: *	Yes <input type="checkbox"/> No <input type="checkbox"/>

# Incident/Exam Information

Enter victim birthday month and year (numbers only – no - or /)

Incident/Exam Information

Victim Birthdate Month and Year: \*

MMYYYY

(Numbers Only)

Victim is Juvenile?: \*

Yes ☐

No ☐

Date of Assault: \*

Date of Exam: \*

Victim Address (if out of state):

Kit to be Restricted?: \*

Yes ☐

No ☐

Blood and/ or urine collected for Toxicology?: \*

Yes ☐

No ☐



# If the DOB entered indicates the victim is a juvenile, you will see the following:

The screenshot shows a web form titled "Incident/Exam Information". The form contains several fields and checkboxes. A dialog box is overlaid on the right side of the form, displaying a message from sakt.ps.utah.gov.

**Incident/Exam Information**

Victim Birthdate Month and Year: \*  (Numbers Only)

Victim is Juvenile?: \* Yes ☒ No ☐

Date of Assault: \*

Date of Exam: \*

Victim Address (if out of state):

Kit to be Restricted?: \* Yes ☐ No ☒

Blood and/ or urine collected for Toxicology?: \* Yes ☐ No ☐

sakt.ps.utah.gov says  
Victim Birthdate Month and Year indicates a Juvenile.  
OK

Once OK is selected it will auto fill with "Yes" for Juvenile and "No" for Kit to be Restricted.

If the DOB entered indicates the victim is a possible juvenile, you will see the following:

The screenshot shows a web form titled "Incident/Exam Information". The form contains several fields and checkboxes. A warning message box is overlaid on the right side of the form.

**Incident/Exam Information**

Victim Birthdate Month and Year: \*  (Numbers Only)

Victim is Juvenile?: \* Yes ☐ No ☐

Date of Assault: \*

Date of Exam: \*

Victim Address (if out of state):

Kit to be Restricted?: \* Yes ☐ No ☐

Blood and/ or urine collected for Toxicology?: \* Yes ☐ No ☐

**Warning Message:**

sakt.ps.utah.gov says

Victim Birthdate Month and Year indicates possible Juvenile. Please select the appropriate checkbox below.

**OK**

If it is the victim's 18th birthday month, you will have to manually select whether they were a juvenile at the time the incident occurred

# Incident/Exam Information

Enter date of assault – select from calendar drop down

Incident/Exam Information

Victim Birthdate  
Month and Year:\*

MMYYYY

(Numbers Only)

Victim is Juvenile?:\*

Yes ☐

No ☐

Date of Assault:\*

Date of Exam:\*

Victim Address (if out  
of state):

Kit to be Restricted?:  
\*

Y

Blood and/ or urine  
collected for  
Toxicology?:\*

Y

«

June 2020

»

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

# Incident/Exam Information

Enter date of exam – select from calendar drop down

Incident/Exam Information

Victim Birthdate  
Month and Year:\*

MMYYYY

(Numbers Only)

Victim is Juvenile?:\*

Yes ☐ No ☐

Date of Assault:\*

Date of Exam:\*

Victim Address (if out  
of state):

Kit to be Restricted?:  
\*

Y

Blood and/ or urine  
collected for  
Toxicology?:\*

Y

« March 2018 »

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

# Incident/Exam Information

Enter address if victim is from out of state

Incident/Exam Information

Victim Birthdate  
Month and Year: \*

MMYYYY

(Numbers Only)

Victim is Juvenile?: \*

Yes ☐ No ☐

Date of Assault: \*

Date of Exam: \*

Victim Address (if out  
of state):

4451 S. Constitution Blvd.,  
Taylorsville, Ut, 84129

Kit to be Restricted?: \*

Yes ☐ No ☐

Blood and/ or urine  
collected for  
Toxicology?: \*

Yes ☐ No ☐

# Incident/Exam Information

Is the kit RESTRICTED?

Was blood and/ or urine collected as part of the exam?

Incident/Exam Information

Victim Birthdate Month and Year: \*

MMYYYY

(Numbers Only)

Victim is Juvenile?: \*

Yes ☐

No ☐

Date of Assault: \*

Date of Exam: \*

Victim Address (if out of state):

Kit to be Restricted?: \*

Yes ☐

No ☐

Blood and/ or urine collected for Toxicology?: \*

Yes ☐

No ☐

# Restricted Kits

53-10-902(3)

“Restricted kit” means a sexual assault kit:

- a) That is collected by a collecting facility; and
- b) For which a victim who is 18 years of age or older at the time of the sexual assault kit evidence collection declines:
  - i. To have his or her sexual assault kit processed; and
  - ii. To have the sexual assault examination form shared with any entity outside of the collection facility

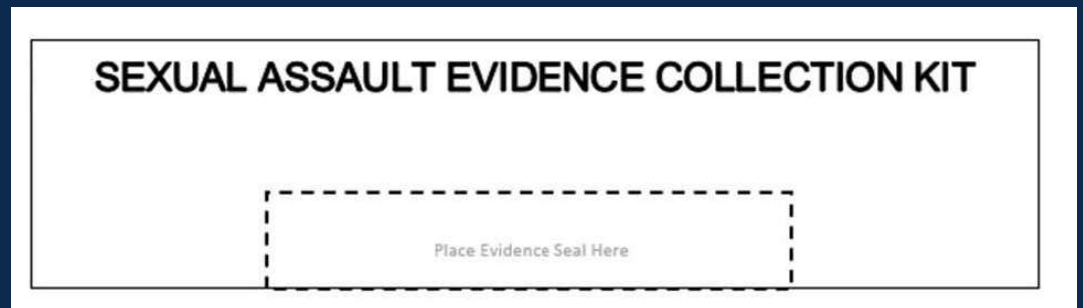
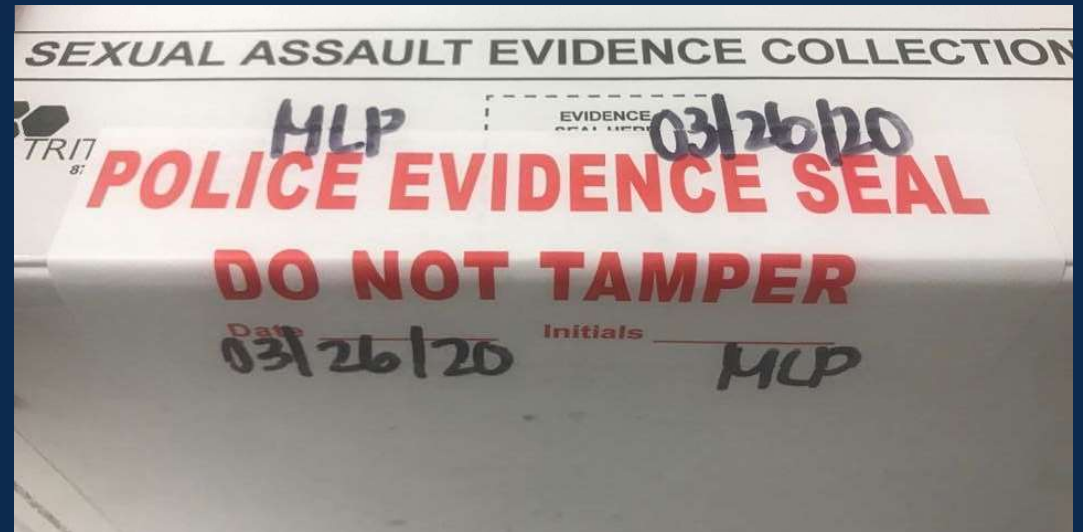
No other kits can be restricted

\*53-10-904(2)(a) A restricted kit may only be designated as a restricted kit: by a healthcare provider (b) at the time of collection\*



# A few other things to note

- Please seal kits long ways and initial half on and half off of the tape.
- Please fill out the front of the kit completely.
- If paperwork will not be uploaded to FeMR, please provide two copies of the paperwork on the back of the kit. One for Law Enforcement and one for the lab. (please do not place the paperwork inside of the kit)



# Transfer to Law Enforcement

Transfer to Law Enforcement	
Date Released to LE: *	<input type="text"/>
LE Agency: *	<input type="text"/>
LE Case Number: *	<input type="text" value="ENTER CASE NUMBER"/>
LE Officer (Name): *	<input type="text" value="ENTER OFFICER NAME"/>

# Transfer to Law Enforcement

Enter date release to law enforcement – select from calendar drop down

Transfer to Law Enforcement

Date Released to LE: \*

LE Agency: \*

LE Case Number: \*

LE Officer (Name): \*

« July 2021 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

# Transfer to Law Enforcement

Enter law enforcement agency – predictive text

Transfer to Law Enforcement

Date Released to  
LE: \*

07/20/2021

LE Agency: \*

DPS CRIME LAB

LE Case Number: \*

ENTER CASE NUMBER

LE Officer (Name): \*

ENTER OFFICER NAME

# Transfer to Law Enforcement

Enter law enforcement case number

Transfer to Law Enforcement

Date Released to  
LE: \*

07/20/2021

LE Agency: \*

DPS CRIME LAB

LE Case Number: \*

TEST

LE Officer (Name): \*

ENTER OFFICER NAME

# Transfer to Law Enforcement

Enter name of law enforcement officer picking up the kit

Transfer to Law Enforcement

Date Released to LE: \*

07/20/2021

LE Agency: \*

DPS CRIME LAB

LE Case Number: \*

TEST

LE Officer (Name): \*

JOHN DOE

\*\*\*Always enter Officer's first and last name\*\*\*

# Submitting Kit

Kit Identification

Kit Number: \*

17-1234

===== OR =====

Check the box below ONLY if you are not using a kit provided by Forensic Services, but one that your agency has improvised for this particular examination.

Kit was improvised?: ☐

Incident/Exam Information

Victim Birthdate Month and Year: \*

06/2003

(Numbers Only)

Victim Is Juvenile?: \*

Yes ☐ No ☒

Date of Assault: \*

06/07/2020

Date of Exam: \*

06/10/2020

Victim Address (If out of state):

4451 S. Constitution Blvd.,  
Taylorsville, UT, 84129

Kit to be Restricted?: \*

Yes ☒ No ☐

Blood and/ or urine collected for Toxicology?: \*

Yes ☐ No ☒

Transfer to Law Enforcement

Date Released to LE: \*

06/10/2020

LE Agency: \*

DPS CRIME LAB

LE Case Number: \*

EXAMPLE

LE Officer (Name): \*

JOHN DOE

Submit

sakt-test.ps.utah.gov says  
Data submitted successfully  
OK



# Releasing a kit directly Out of State or to Federal Agency

## Transfer to Law Enforcement

Date Released to LE: *	07/07/2021
LE Agency: *	DPS CRIME LAB
LE Case Number: *	TEST
LE Officer (Name): *	NAME- FIRST & LAST      LAW ENFORCEMENT AGENCY      (STATE)

1. Enter date released as you normally would.
2. Enter LE Agency as: DPS Crime Lab
3. Enter Out of State Agency Case Number.
4. In the LE Officer Field enter:

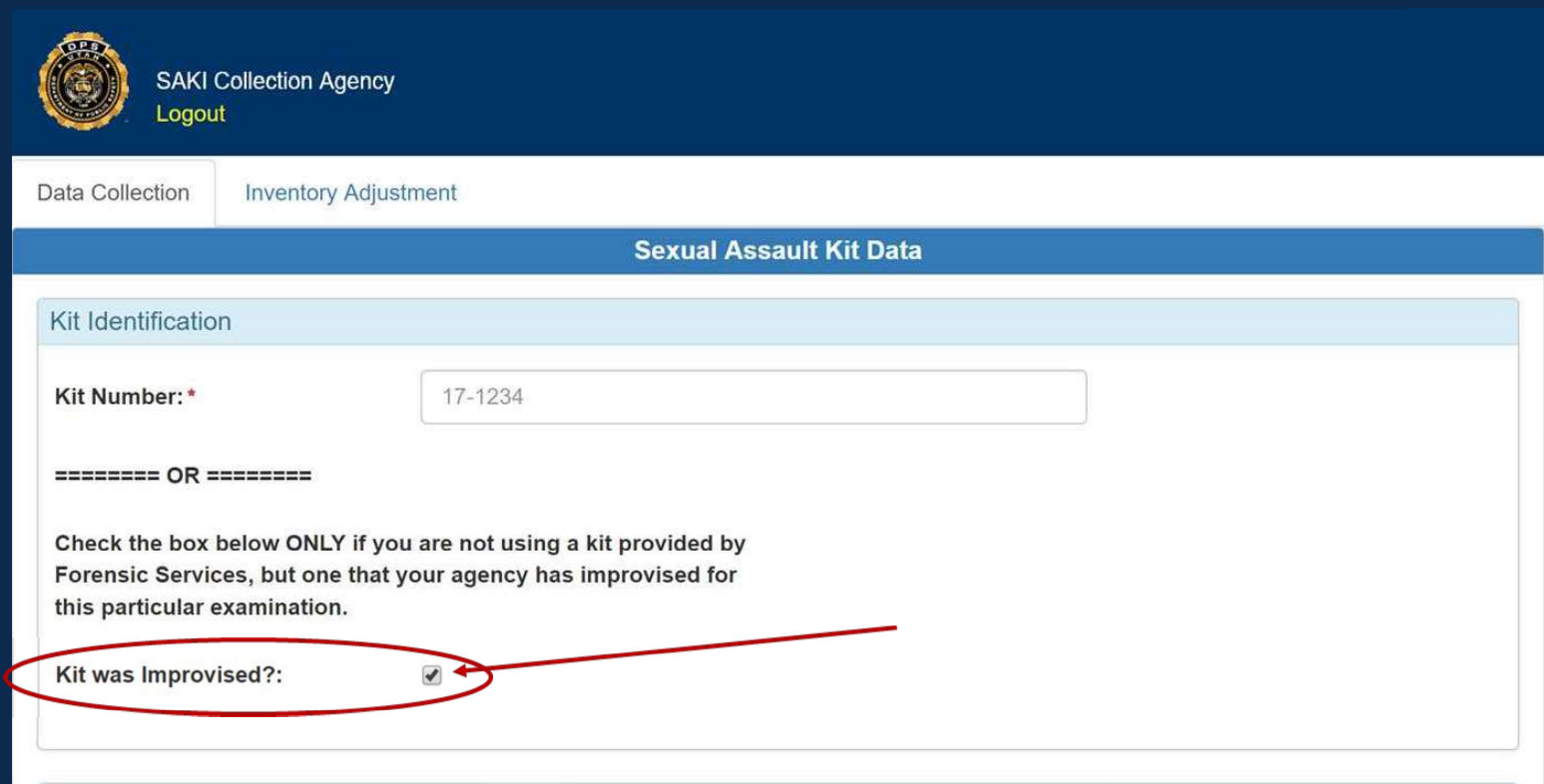
## Transfer to Law Enforcement


Date Released to LE: *	07/07/2021
LE Agency: *	DPS CRIME LAB
LE Case Number: *	TEST
LE Officer (Name): *	JOHN DOE LAS VEGAS METROPOLITAN POLICE DEPARTMENT (NEVADA)

Officer's First & Last name, followed by the LE agency, and then the State.

# Improvised Kit

If you do not have a kit from Forensic Services, you can check the improvised box and it will assign the improvised kit a serial number



 SAKI Collection Agency  
[Logout](#)

Data Collection | Inventory Adjustment

### Sexual Assault Kit Data

#### Kit Identification

Kit Number: \*

==== OR =====

Check the box below **ONLY** if you are not using a kit provided by Forensic Services, but one that your agency has improvised for this particular examination.

Kit was Improvised?: ☒

# Improvised Kit

## Input information

Kit Identification

Kit Number:\*

17-1234

===== OR =====

Check the box below ONLY if you are not using a kit provided by Forensic Services, but one that your agency has improvised for this particular examination.

Kit was improvised?: ☒

Incident/Exam Information

Victim Birthdate Month and Year:\*

06/2003

(Numbers Only)

Victim Is Juvenile?:\*

Yes ☐ No ☒

Date of Assault:\*

06/07/2020

Date of Exam:\*

06/10/2020

Victim Address (if out of state):

4451 S. Constitution Blvd.,  
Taylorsville, UT 84129

Kit to be Restricted?:\*

Yes ☒ No ☐

Blood and/or urine collected for Toxicology?:\*

Yes ☐ No ☒

Transfer to Law Enforcement

Date Released to LE:\*

06/10/2020

LE Agency:\*

OPS CRIME LAB

LE Case Number:\*

EXAMPLE

LE Officer (Name):\*

JOHN DOE

Submit

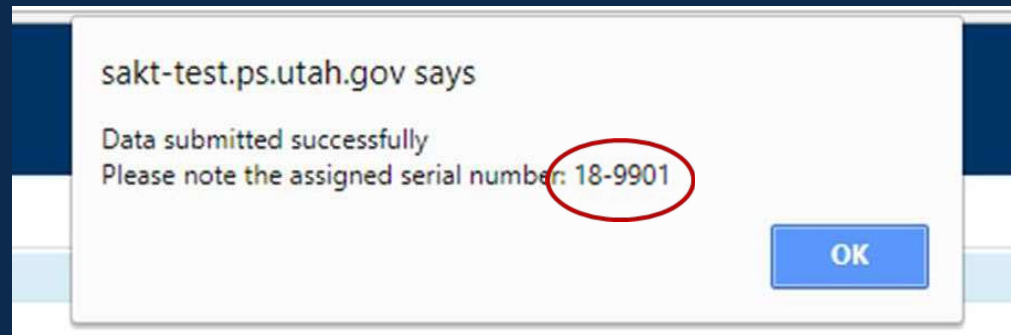
sakt-test.ps.utah.gov says

Data submitted successfully

Please note the assigned serial number: 18-9901

OK

# Improvised Kit



POLICE AGENCY

KIT NUMBER

## *Tracking Checklist*

STEP 1: [HTTPS://SAKT.PS.UTAH.GOV/SAKT/STATUS/](https://sakt.ps.utah.gov/sakt/status/)

STEP 2: ENTER YOUR SEXUAL ASSAULT KIT NUMBER

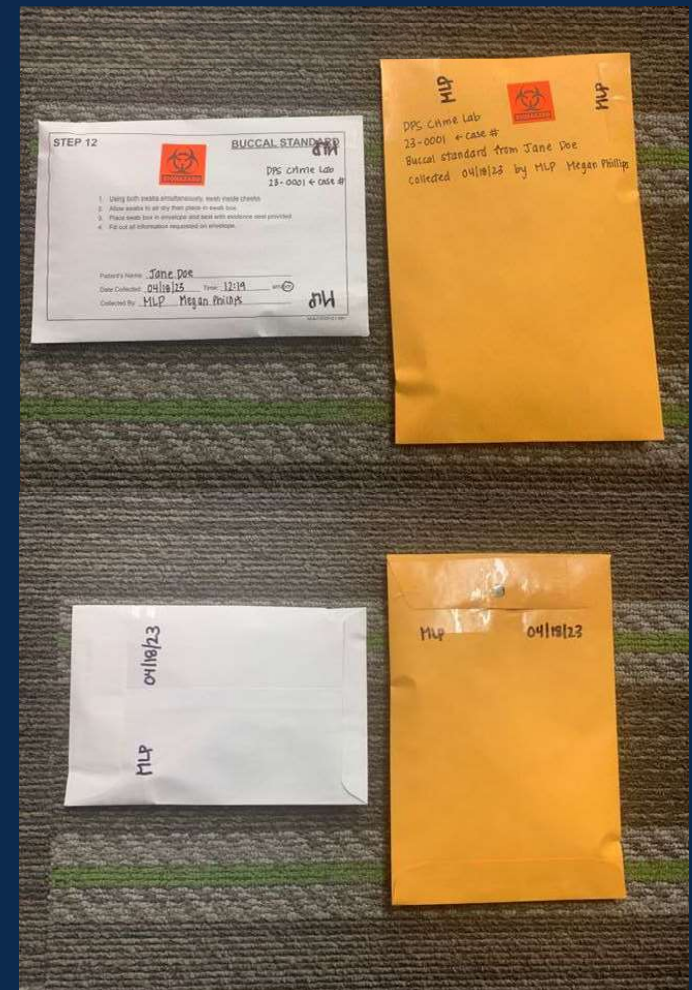
STEP 3: ENTER YOUR MONTH AND YEAR OF BIRTH  
(MMYYYY)

STEP 4: CLICK SUBMIT




# If only a Standard (Known) is collected...

- Standards should be packaged in a paper bag, manila envelope, etc. with the collection/ case information on the front, a seal across the back of the entire package and initials and date half on the tape and half on the packaging.
- They should not be packaged into a sexual assault kit unless there is at least one other swab (questioned) to compare to, even if a SAECK has already been opened.
- In the case only a standard is collected after the kit has already been opened, it should be sealed as shown and released to law enforcement. The kit should then be marked as not usable in kit tracking.





# Inventory Adjustment

 **SACI Collection Agency**  
[Logout](#)

[Data Collection](#) **Inventory Adjustment**

**Sexual Assault Kit Disposition**

**Kit Identification**

**Kit Number: \***

**Disposition**


**Adjustment Type: \***

**Comment:**



# Kit Identification

Enter serial number

 SAKI Collection Agency  
[Logout](#)

Data CollectionInventory Adjustment

Sexual Assault Kit Disposition

Kit Identification

Kit Number: \*

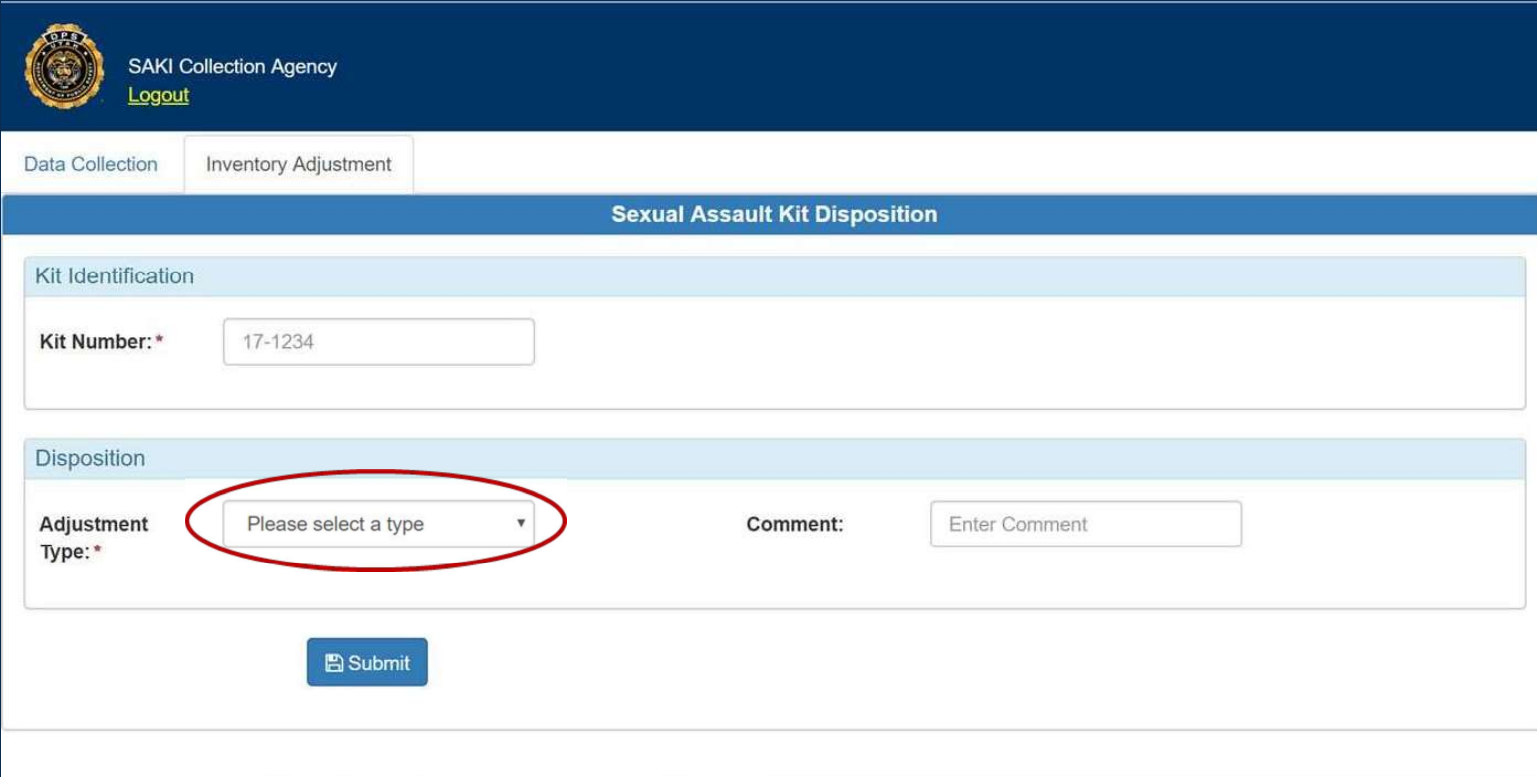
Disposition

Adjustment Type: \*

Comment:

# Disposition

Select adjustment type from drop down menu



The screenshot shows the SAKI Collection Agency interface. At the top left is the agency logo and a 'Logout' link. Below this are two tabs: 'Data Collection' and 'Inventory Adjustment'. The main heading is 'Sexual Assault Kit Disposition'. The form is divided into two sections: 'Kit Identification' and 'Disposition'. In the 'Kit Identification' section, the 'Kit Number' field contains '17-1234'. In the 'Disposition' section, the 'Adjustment Type' dropdown menu is highlighted with a red circle and contains the text 'Please select a type'. To the right of this is a 'Comment' field with the placeholder text 'Enter Comment'. At the bottom of the form is a blue 'Submit' button.

SAKI Collection Agency  
[Logout](#)

Data Collection | Inventory Adjustment

**Sexual Assault Kit Disposition**


**Kit Identification**

Kit Number: \* 17-1234

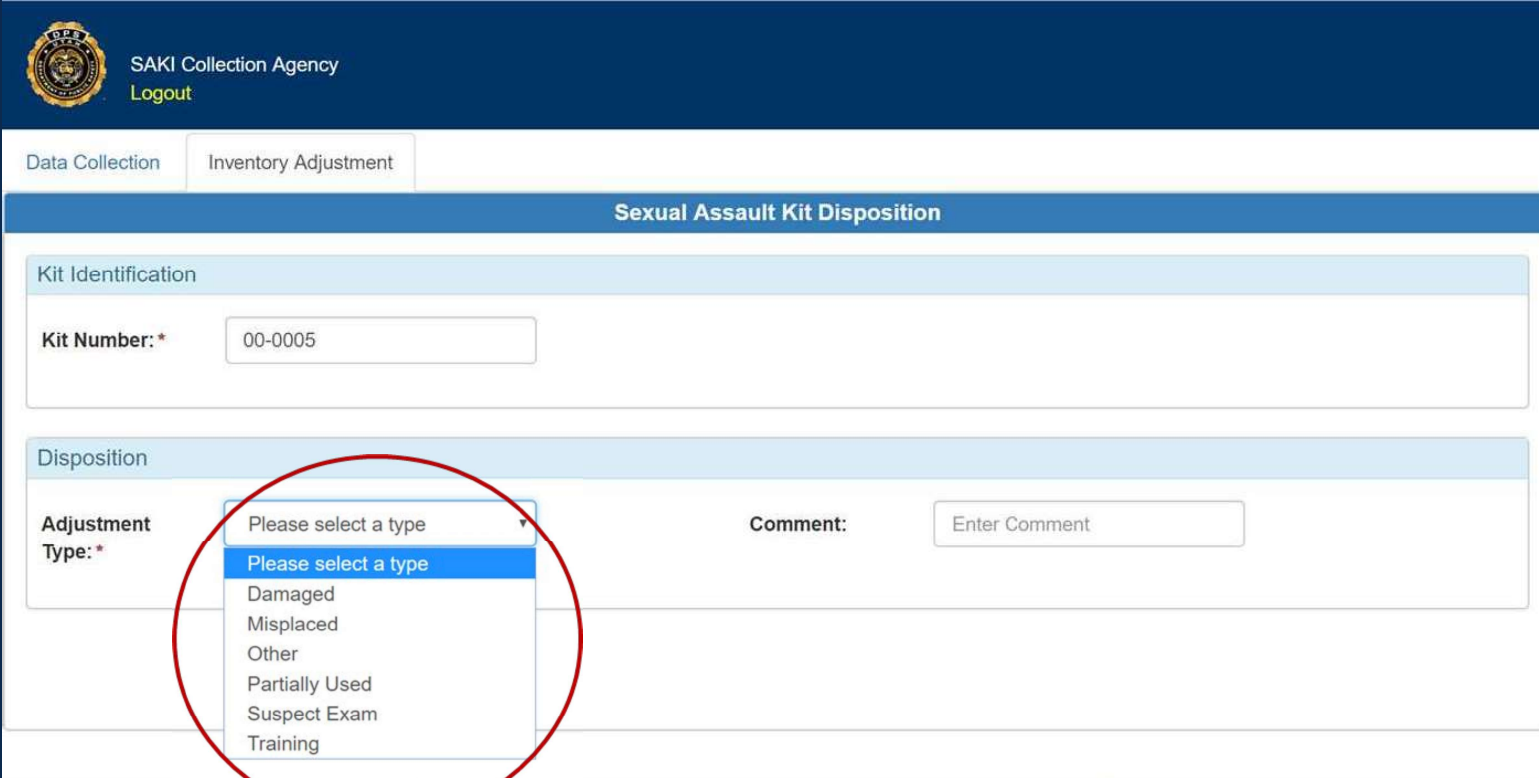
**Disposition**

Adjustment Type: \* Please select a type ▼

Comment: Enter Comment

 Submit

# Disposition



SAKI Collection Agency  
Logout

Data Collection Inventory Adjustment

### Sexual Assault Kit Disposition

**Kit Identification**

Kit Number: \* 00-0005

**Disposition**

Adjustment Type: \*  
Please select a type  
Please select a type  
Damaged  
Misplaced  
Other  
Partially Used  
Suspect Exam  
Training

Comment: Enter Comment

For kits where the pt. declines, please do not throw them away. Please return them to the Crime Lab or the SANE educators to be used for training.

# Disposition

Other – the only adjustment type that requires a comment

The screenshot displays the SAKI Collection Agency web application interface. At the top, there is a header with the agency logo, name, and a 'Logout' link. A validation error message is shown in a white box with a red border, stating 'sakt-test.ps.utah.gov says' and 'Comment is required for adjustment type Other.' Below the header, there are two tabs: 'Data Collection' and 'Inventory Adjustment'. The main section is titled 'Sexual Assault Kit Disposition'. It contains two main sections: 'Kit Identification' and 'Disposition'. In the 'Kit Identification' section, the 'Kit Number' is set to '00-0005'. In the 'Disposition' section, the 'Adjustment Type' is set to 'Other'. The 'Comment' field is highlighted with a red circle and contains the placeholder text 'Enter Comment'. A 'Submit' button is located at the bottom of the form.

SAKI Collection Agency  
Logout

sakt-test.ps.utah.gov says  
Comment is required for adjustment type Other.

Data Collection Inventory Adjustment

**Sexual Assault Kit Disposition**

Kit Identification

Kit Number: \* 00-0005


Disposition

Adjustment Type: \* Other

Comment: Enter Comment

Submit

# Submit Kit

 SAKI Collection Agency  
[Logout](#)

Data CollectionInventory Adjustment

Sexual Assault Kit Disposition


Kit Identification

Kit Number: \*

Disposition

Adjustment Type: \*

Comment:



# Submit Kit

The screenshot displays the SAKI Collection Agency web application interface. At the top, a dark blue header contains the agency's logo, name, and a 'Logout' link. A white notification box, highlighted with a red circle, shows a success message: 'sakt-test.ps.utah.gov says Inventory Adjustment submitted successfully' with an 'OK' button. Below the header, two tabs are visible: 'Data Collection' and 'Inventory Adjustment'. The main content area is titled 'Sexual Assault Kit Disposition' and is divided into two sections: 'Kit Identification' and 'Disposition'. In the 'Kit Identification' section, the 'Kit Number' is set to '00-0005'. In the 'Disposition' section, the 'Adjustment Type' is set to 'Training' and the 'Comment' field contains the placeholder text 'Enter Comment'. A blue 'Submit' button is located at the bottom of the form.

**SAKI Collection Agency**  
Logout

sakt-test.ps.utah.gov says  
Inventory Adjustment submitted successfully  
OK

Data Collection | Inventory Adjustment

**Sexual Assault Kit Disposition**

**Kit Identification**

Kit Number: \* 00-0005

**Disposition**

Adjustment Type: \* Training ▼

Comment: Enter Comment

Submit

## Beginning July 1, 2018:

All sexual assault kits received by law enforcement agencies shall be submitted to the Utah Bureau of Forensic Services (Crime Lab)  
53-10-903

Kits must be entered into the tracking system within **24** hours of collection by the collecting agency 53-10-904(1)

Must be taken into custody by a law enforcement agency ASAP and within **1** business day of notice from the collecting facility 53-10-904(3)

Received by LE into the statewide tracking system within **5** business days of receiving kit from collecting facility 53-10-904(4)

Submitted to the crime lab ASAP, but no later than **30** days after receipt by a LE agency. 53-10-904(6)(a)

\*\*Previously Criminal Code Title 76 Chapter 5 Part 6\*\*



# Problems with the Collection Agency Site

- **Problem getting code set: 0**
- **Problem running kit number validation: 0**
- First, check to make sure all pop-up blockers are disabled.
- Second, reset your cache.
  - How to do so is specific to the device and browser you are using.
- Using an incognito window also works.

# TO ORDER KITS

- Contact Evidence Intake @ (801)964-4547
- SAKT Helpline @ (801) 895-2338

OR

- Email Megan Phillips @ [meganphillips@utah.gov](mailto:meganphillips@utah.gov)
  - Information needed
    - Your name/ Collection agency
    - Number of kits/ boxes you need (1 box= 13 kits)
    - Are you going to pick them up at the lab or would you like them shipped to you?
    - Shipping Address (if shipping)
    - Phone Number (to list on shipping label)
- Please keep an inventory of kits that have been provided to you. Each January a system wide inventory is completed of all kits currently allocated in the system.

# Law Enforcement Site

# Law Enforcement Transactions- UCIIS

1. KITL- used for kit receiving
2. CLEL (Crime Lab Entry)- used to enter cases before submission to the Crime Lab
3. CLIL (Crime Lab Inquiry)- used to view the status and/ or reports for a case

# Kit Entry

Done in UCJIS – KITL transaction – separate from Crime Lab entry

[UCJIS Home](#) [KITL !\[\]\(21469cffcacb539c54d002432998aa3f\_img.jpg\)](#)

[KIT Entry](#)

**Sexual Assault Kit Receipt**


Kit Identification


ORI: \*

▼

Serial Number: \*

99-9999

 Lookup

 Submit

# Kit Identification

Agency ORI- auto populated or select from drop down menu

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \*

Serial Number: \*

Q Lookup

Submit

# Kit Identification

Enter serial number

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \*

Serial Number: \*

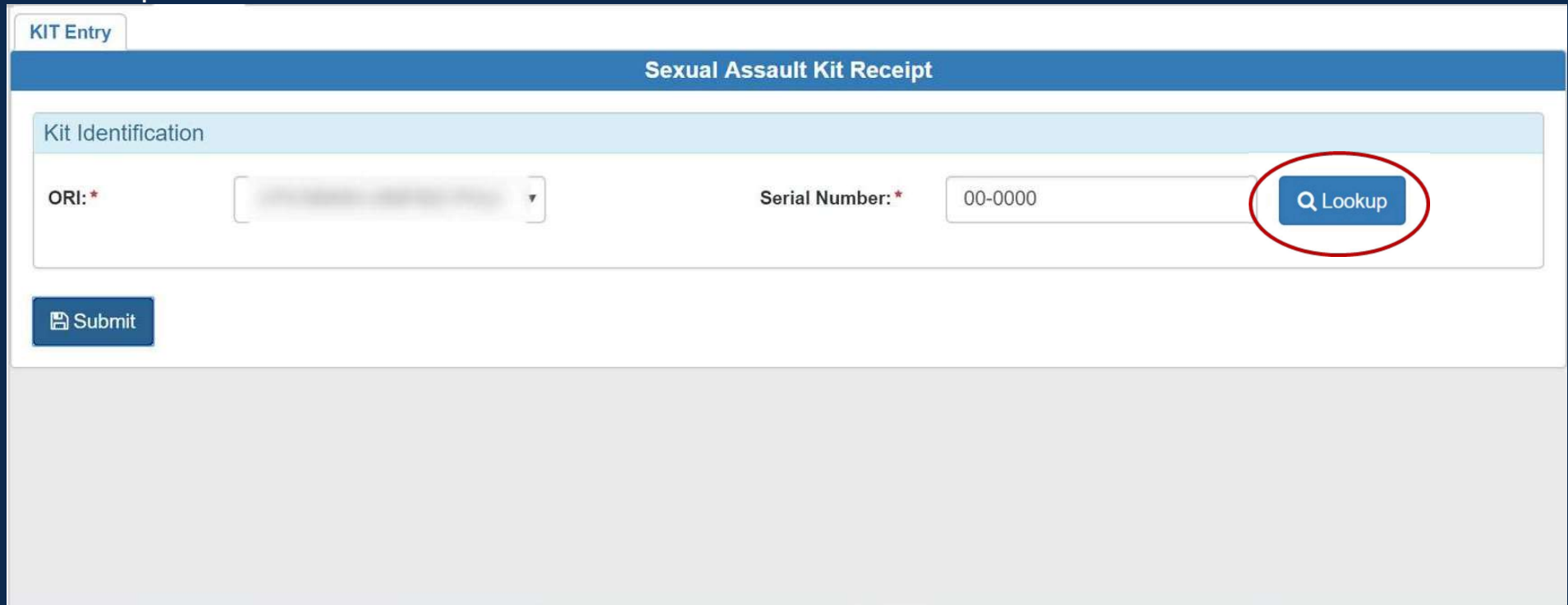
Q Look up

Submit



# Kit Identification

## Lookup



The screenshot shows a web form titled "Sexual Assault Kit Receipt" with a sub-section "Kit Identification". It contains two input fields: "ORI:" with a dropdown menu and "Serial Number:" with a text box containing "00-0000". A blue "Q Lookup" button is circled in red. Below the form is a blue "Submit" button.

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \* [dropdown menu]

Serial Number: \* 00-0000

Q Lookup

Submit

If you receive an error message that says kit doesn't have the correct status, the nurse hasn't entered it yet.  
If you receive an error message that says it is not associated with your ORI, it may need updated or it hasn't been received transferred if it was released to you by another LE agency.

**\*\*SAKT Helpline 801-895-2338\*\***

# Receipt Information

Verify law enforcement agency case number – update if necessary

\*\*\*Please enter the case number as it will be entered in the CLEL transaction on UCJIS\*\*\*

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \*

Serial Number: \*

Q Lookup

Receipt Information

Case Number: \*

Date Received: \*

Transfer

→ Transfer TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

Submit

# Receipt Information

Enter date the kit was received (date LE took physical custody of kit)

**KIT Entry**

**Sexual Assault Kit Receipt**

**Kit Identification**

**ORI: \***  **Serial Number: \***

**Receipt Information**

**Case Number: \***  **Date Received: \***

**Transfer**

TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

# Receipt Information

Submit

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI:\*

Serial Number:\*

00-0000

Q Lookup

Receipt Information

Case Number:\*

00XX12345

Date Received:\*

02/08/2018

Transfer

→ Transfer

TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

Submit

Response



Kit received.

OK

# Receipt Information, Restricted Kits

UCJIS Home KITL ✕

KIT Entry

**Sexual Assault Kit Receipt**

**Kit Identification**

ORI: \*

Serial Number: \*

**Receipt Information**

Case Number: \*

Date Received: \*

**Transfer**

TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

**Unrestrict Kit**


☐

KIT IS CURRENTLY RESTRICTED. IF AUTHORIZED, CHECK THE BOX TO UNRESTRICT IT.

Authorizing Officer:


Date Authorized:

# Receiving information, Toxicology Sample Notification

 **UCJIS**  
Utah Criminal Justice  
Information System

TRANSACTION CODE

New Broadcast Message

 (Log Out)

29:12 until timeout

Close All

UCJIS Home KITL ✕


KIT Entry

**Sexual Assault Kit Receipt**

**Kit Identification**

ORI: \*

Serial Number: \*


 Lookup

**Receipt Information**

Case Number: \*

Date Received: \*

**Transfer**

 Transfer

TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

**Unrestrict Kit**

☐


KIT IS CURRENTLY RESTRICTED. IF AUTHORIZED, CHECK THE BOX TO UNRESTRICT IT.

Authorizing Officer:

Date Authorized:

**Blood Or Urine Collection**

Notice: blood and/or urine samples have been collected as part of this kit. These samples should be separate from the kit itself and should be refrigerated until submitted to the Toxicology lab. If the kit is RESTRICTED, so are the Toxicology samples.

 Submit



# Transfer

Transferring a kit to another in State law enforcement agency

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \*

Serial Number: \*

00-0000

Q Lookup

Receipt Information

Case Number: \*

00XX12345

Date Received: \*

ENTER MMDDYYYY

Transfer

→ Transfer

TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

Submit

# Transfer Information

Receive date must be entered before the kit can be transferred. After received date has been entered and transfer is selected the received date is hidden.

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \*

Serial Number: \*

00-0000

Q Lookup

Transfer Information

Transfer to Agency: \*

Date Transferred: \*

ENTER MMDDYYYY

Submit

# Transfer Information

Enter agency kit is being transferred to – predictive text

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \*

Serial Number: \*

Transfer Information

Transfer to Agency: \*

Date Transferred: \*

# Transfer Information

Enter date kit was transferred

**KIT Entry**

**Sexual Assault Kit Receipt**

**Kit Identification**

ORI: \*  Serial Number: \*

**Transfer Information**

Transfer to Agency: \*  Date Transferred: \*

Once a kit has been transferred, the receiving agency must then go in and electronically receive it in KITL

# Transfer Information

## Submit

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \*

Serial Number: \*

00-0000

Q Lookup

Transfer Information

Transfer to Agency: \*

UX1234567 - TESTTHISAGENCY

Date Transferred: \*

02/08/2018

Submit

# Out of State Kits

Call/ email Megan Phillips @ (801)895-2338 or [meganphillips@utah.gov](mailto:meganphillips@utah.gov)

Out of State Kits can only be updated in kit tracking by the program administrator.

- **Transferring Kits Out of State**

- Kit Number
- Name of the Agency
- Date Transferred
- State

- **Receiving Kits from Out Of State**

- State
- Name of the Out of State Agency
- Your Agency (Agency receiving kit)
- Date Transferred
- Date of Assault
- Date of Exam
- Victim Birthdate (Month/Year)

Once entered by the administrator, a kit number will be generated. This kit number will be provided to LE. LE should provide this kit number to the victim and receive the kit in KITL.

# Restricted Kits

53-10-902(3)

“Restricted kit” means a sexual assault kit:

- a) That is collected by a collecting facility; and
- b) For which a victim who is 18 years of age or older at the time of the sexual assault kit evidence collection declines:
  - i. To have his or her sexual assault kit processed; and
  - ii. To have the sexual assault examination form shared with any entity outside of the collection facility


No other kits can be restricted

\*53-10-904(2)(a) A restricted kit may only be designated as a restricted kit: by a healthcare provider (b) at the time of collection\*

# A couple ways to tell if a kit is restricted:

1. Paperwork is not available on FeMR AND also not taped to the back of the kit
2. Kit is marked as **RESTRICTED** on the front of the kit
3. Option to unrestrict is available in KITL transaction

If there are questions or concerns regarding a kits restriction status, please contact the collecting agency or the SAKT Helpline @ 801-895-2338



State of Utah

Department of Public Safety

Bureau of Forensic Services

UBFS Kit #

SEXUAL ASSAULT EVIDENCE  
COLLECTION KIT

PATIENT'S NAME:

PATIENT'S DOB:

COLLECTING AGENCY:

COLLECTED BY:

SANE CONTACT INFO:

DATE & TIME KIT SEALED:

☐ NOT RESTRICTED KIT

☐ RESTRICTED KIT

Date/Initial

Date/Initial

CHAIN OF CUSTODY

POLICE AGENCY:

POLICE AGENCY CASE #:

POLICE AGENCY ITEM #

RECEIVED BY:

DATE & TIME:

RECEIVED BY:

DATE & TIME:

RECEIVED BY:

DATE & TIME:



# Unrestricting a kit

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \*  Serial Number: \*

Transfer

TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

Unrestrict Kit

☐ KIT IS CURRENTLY RESTRICTED. IF AUTHORIZED, CHECK THE BOX TO UNRESTRICT IT.

Authorizing Officer:  Date Authorized:

\*\*\*A HIPPA form should be obtained from the Collection Agency to be signed by the victim, prior to unrestricting a kit in tracking\*\*\*

# Restricted Kit

Check box to unrestrict kit

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \*  Serial Number: \*

Transfer

TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

Unrestrict Kit

☒ KIT IS CURRENTLY RESTRICTED. IF AUTHORIZED, CHECK THE BOX TO UNRESTRICT IT.

Authorizing Officer:  Date Authorized:

# Restricted Kit

Enter officer's name who is unrestricting the kit

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \*  Serial Number: \*

Transfer

TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

Unrestrict Kit

☒ KIT IS CURRENTLY RESTRICTED. IF AUTHORIZED, CHECK THE BOX TO UNRESTRICT IT.

Authorizing Officer:  Date Authorized:

# Restricted Kit

Enter date kit is being unrestricted

KIT Entry

Sexual Assault Kit Receipt

Kit Identification

ORI: \*

Serial Number: \*

Transfer

TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

Unrestrict Kit

☒ KIT IS CURRENTLY RESTRICTED. IF AUTHORIZED, CHECK THE BOX TO UNRESTRICT IT.

Authorizing Officer:

Date Authorized:

## Response



Kit unrestricted.

OK

## Beginning July 1, 2018:

All sexual assault kits received by law enforcement agencies shall be submitted to the Utah Bureau of Forensic Services (Crime Lab)  
53-10-903

Kits must be entered into the tracking system within **24** hours of collection by the collecting agency 53-10-904(1)

Must be taken into custody by a law enforcement agency ASAP and within **1** business day of notice from the collecting facility 53-10-904(3)

Received by LE into the statewide tracking system within **5** business days of receiving kit from collecting facility 53-10-904(4)

Submitted to the crime lab ASAP, but no later than **30** days after receipt by a LE agency. 53-10-904(6)(a)

\*\*Previously Criminal Code Title 76 Chapter 5 Part 6\*\*

# Tips for submitting SAECKs to the Crime Lab

- Item Description in Crime Lab Entry (CLEL) should include the name of the individual the evidence was collected from.
  - EX. SAECK from Jane Doe
- For cases where a kit is collected, ONLY the kit and any standards (suspect, consensual partner) should be submitted to the Crime Lab first.
  - Analysis on additional evidence may be requested after the kit is complete.

Survivor Site



# Home Page

<https://sakt.ps.utah.gov/sakt/status>

sakt.ps.utah.gov says:

Problem running query: Contact SAKI Information Line @  
(801) 893-1145 for more information

OK

**Tracking Checklist**

POLICE AGENCY

KIT NUMBER

STEP 1: [HTTPS://SAKT.PS.UTAH.GOV/SAKT/STATUS/](https://sakt.ps.utah.gov/sakt/status/)


STEP 2: ENTER YOUR SEXUAL ASSAULT KIT NUMBER

STEP 3: ENTER YOUR MONTH AND YEAR OF BIRTH (MMYYYY)

STEP 4: CLICK SUBMIT

Enter kit number and DOB, MMYYYY. If the entry doesn't match what was entered by the collecting nurse the victim will receive an error.

 [Safety Exit](#) [Contact Us](#)

[Victim Rights Pamphlet](#) | [Resources](#) | [FAQ](#)

**Kit Status**

Kit Number:

Birthdate Month and Year:  (Numbers Only)

[Submit](#)

Disclaimer: The Utah Sexual Assault Kit Tracking System was implemented on July 1, 2018 in order to track sexual assault kits from collection through completion of testing. Kits collected prior to this date may not be trackable.

Current Kit Location:

NOTE: Kit may be returned to agency prior to release of lab report

This project was supported by Grant No. 2015-AK-BX-K003 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

# Survivor Site

Will list every step  
of the process

\*\*\* Please note- not all kits  
with toxicology will show  
toxicology updates \*\*\*

## Tracking Checklist


STEP 1: [HTTPS://SAKT.PS.UTAH.GOV/SAKT/STATUS/](https://sakt.ps.utah.gov/sakt/status/)

STEP 2: ENTER YOUR SEXUAL ASSAULT KIT NUMBER

STEP 3: ENTER YOUR MONTH AND YEAR OF BIRTH  
(MMYYYY)

STEP 4: CLICK SUBMIT





[Safety Exit](#)[Contact Us](#)

[Victim Rights Pamphlet](#) | [Resources](#) | [FAQ](#)

Kit Status
















Kit Number:

Birthdate Month and Year:

(Numbers Only)

Submit

Disclaimer: The Utah Sexual Assault Kit Tracking System was implemented on July 1, 2018 in order to track sexual assault kits from collection through completion of testing. Kits collected prior to this date may not be trackable.



07/03/2022, Exam at WASATCH FORENSIC NURSES

07/03/2022, Released to SALT LAKE CITY PD

07/03/2022, At SALT LAKE CITY PD

07/12/2022, Toxicology analysis pending at UPHI TOX LAB

07/15/2022, Received at DPS CRIME LAB

08/05/2022, Toxicology analysis complete at UPHI TOX LAB


10/26/2022, Analysis complete at DPS CRIME LAB

11/04/2022, At SALT LAKE CITY PD

Current Kit Location: SALT LAKE CITY PD

NOTE: Kit may be returned to agency prior to release of lab report.

This project was supported by Grant No. 2015-AK-BX-K003 awarded by the Bureau of Justice Assistance, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.



[Safety Exit](#)[Contact Us](#)

[Victim Rights Pamphlet](#) | [Resources](#) | [FAQ](#)

Kit Status

Kit Number:










Birthdate Month and Year:

(Numbers Only)

Submit

Disclaimer: The Utah Sexual Assault Kit Tracking System was implemented on July 1, 2018 in order to track sexual assault kits from collection through completion of testing. Kits collected prior to this date may not be trackable.

RESTRICTED KITS WILL NOT BE ANALYZED BY THE CRIME LAB,  
TO UNRESTRICT THE KIT CONTACT THE LAW ENFORCEMENT AGENCY DIRECTLY



02/28/2018, Exam at WASATCH FORENSIC NURSES

02/28/2018, Released to SALT LAKE CITY PD

02/28/2018, At SALT LAKE CITY PD

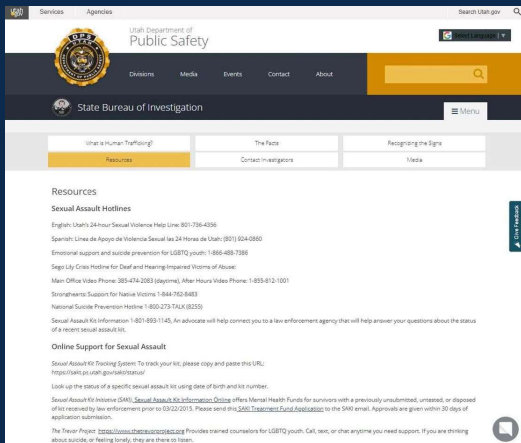
03/01/2018, At SALT LAKE CITY PD - RESTRICTED

Current Kit Location: SALT LAKE CITY PD

NOTE: Kit may be returned to agency prior to release of lab report.

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# Resources



## FREQUENTLY ASKED QUESTIONS

### What is a sexual assault kit (SAK)?

A sexual assault kit (also known as a rape kit), is part of a medical forensic examination to collect evidence after a sexual assault. This might include swabs of any area where there was contact between the victim and the perpetrator.

### Why is a SAK collected?

The kit is intended to help collect and preserve potential evidence. The perpetrator's DNA could be left behind on the victim's body through saliva, skin cells, semen, and/or other bodily fluids. Presence of DNA can prove sexual contact from the suspect. Police and prosecution may use this evidence to help them investigate and/or prosecute a case or even solve other crimes.

### Who does the SAK examination?

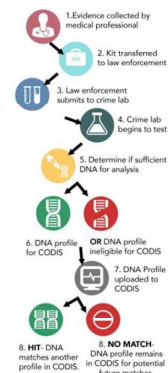
A trained health care provider completes the sexual assault kit. The health care provider can also do a full exam to care and document any injuries, and provide the victim with emergency contraception or other medication (perhaps to prevent contracting sexual transmitted infections). Documentation of injuries is also important for investigating and prosecuting a sexual assault.

### What happens after the SAK is collected?

After the sexual assault kit is collected, the law enforcement agency will take custody of the kit and then turn it into the crime lab to be analyzed (unless a restricted kit). All sexual assault kits are required by Utah law to be submitted to the Utah Crime Lab within 30 days of law enforcement receiving the kit.

### What is a restricted kit?

When a victim does not want their sexual assault kit to be sent into the crime lab for processing or testing, the victim also agrees not to have their sexual assault exam forms released to law enforcement. The sexual assault exam forms are used by law enforcement to investigate sexual assault cases and also used by crime lab personnel to determine what pieces of evidence should be tested. A victim can un-restrict their kit at any time by contacting the law enforcement agency.



# Contact Us

Victim Rights Pamphlet | Resources | FAQ

**Contact Us**

Reach us by phone:  
Business hours 9-5 PM EST to 5 PM PST (801)955-4747 Option 2  
After hours-emergencies: (801)887-5800

Reach us by email:

Full Name:  Kit Number:

Date of Birth:  Law Enforcement Agency:

Case Number:  Email:

Phone Number:  (If we can reach you by phone)

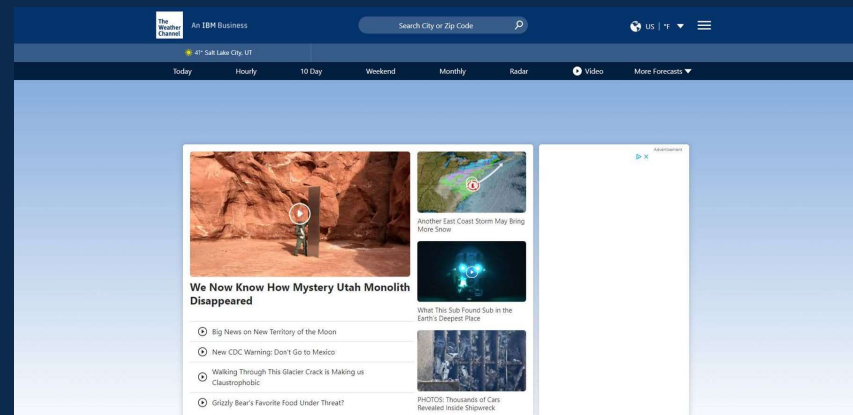
Message:

\*\*\*Note: Please fill out as many fields as you can. If you do not know the information, leave the box empty\*\*\*

Name, DOB and Email are required.

Sends an inquiry to the SBI Victim Advocates

# Safety Exit





**State of Utah**  
**Department of Public Safety**  
Utah Bureau of Forensic Services

**Megan Phillips**

Forensic Specialist I

Evidence Intake

SAKT Program Administrator

Utah Bureau of Forensic Services  
4451 S. Constitution Blvd., 2nd Floor  
Taylorsville, UT 84129  
SAKT Helpline: (801) 895-2338

Desk: (385) 302-1948  
Evidence Section: (801) 964-4547  
Email: [meganphillips@utah.gov](mailto:meganphillips@utah.gov)

# THANK YOU

KEEPING UTAH SAFE

